STATE OF CALIFORNIA
TRAVEL EXPENSE CLAIM
STD. 262 (REV 10/92)

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CLAIMANT'S NAME		SSAN OR EMPLOYEE NUMBER*	DEPARTMENT
Tom Sheehy		On File	State and Consumer Services Agency

POSITION	CB/ID NUMBER	DIVISION OR BUREAU	INDEX NUMBER
Undersecretary	Exempt	State and Consumer Services Agency	1010

RESIDENCE ADDRESS	HEADQUARTERS ADRESS	TELEPHONE NUMBER
On File	915 Capitol Mall, Suite 200	On File

CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
On File			Sacramento	CA	95814

(1) MONTH/YEAR Jan-10		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) BREAK-FAST	MEALS LUNCH	O.T., L/T, N/C, RELO, OR DINNER	(6) INCIDEN-TALS	(7) COST OF TRANS.	TRANSPORTATION (A) TYPE USED SC/PC	(B) CARFARE, TOLLS, PARKING	(C) PRIVATE CAR USE MILES	(D) AMOUNT	(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
DATE	TIME													
13-Jan	0900	Sacramento									8	4.00		4.00
13-Jan	1730	Sacramento									8	4.00		4.00
		SUBTOTALS									16	8.00		8.00

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL	$8.00

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)
Travel to Department of Consumer Affairs to attend Building Standards Commission Meeting

(12) NORMAL WORK HOURS
8:30am to 5:30pm

(13) PRIVATE VEHICLE LICENSE NUMBER
On File

(14) MILEAGE RATE CLAIMED
.50 cents

AGENCY ACCOUNTING OFFICE USE ONLY
PAID REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE	DATE	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
▷	1/14/2010	▷	1/19/2010

(17) SIGNATURE AND TITLE OF AUTHORITY FOR SPECIAL EXPENSES	(See item 17 on reverse)	DATE
▷		